



## WATERBEACH COMMUNITY PRIMARY SCHOOL

### Minutes of the virtual Full Governing Body meeting

on Wednesday 14<sup>th</sup> July 2021 at 6.30pm

#### MINUTES

**Present:** Patrizia Congedo (Co-Chair, Meeting Chair), Tim Gent, Terry Gilzean, Penny Grewcock, John Hall, Ankit Mathur, Rob McCarthy, Rebecca Pharo, Kasia Piwnicka (Co-Chair), Tim Sallows, Lisa Wakley-Davies, Martin Brown

**Also Present:**

Lynsey Ogilivie, Deputy Head.

Ann Abineri, Camclerk

Item no	Item subject
1.	<b>Welcome and Apologies for absence:</b> Chair opened the meeting welcoming those present. It was noted that this is the last meeting for Ankit Mathur and Tim Sallows who are both stepping down. Apologies were received and accepted from Jane Green and Jessica Lechner.
2.	<b>Declaration of pecuniary interests</b> There were no declarations of interest in any items on this agenda. No amendments to the Register of Pecuniary Interests were requested.
3.	<b>Approval of previous FGB Meeting minutes, dated 9<sup>th</sup> June 2021</b> (Doc 3.1 and confidential minute Doc 3.2 attached) Both sets approved.
4.	<b>Matters arising and actions from the previous minutes</b> The action matrix was updated – see end of Minutes.
5.	<b>Governing Body Matters</b> 5.1 Governor election to appoint a Chair and Vice-Chairs of Governors from 1 <sup>st</sup> September 2021,

Nomination received by John Hall (Chair) and Martin Brown and Lisa Wakley-Davies respectively (Vice Chairs)  
Opportunity was given for any further nominations or self nominations – none received  
John Hall as Chair proposed by Tim Sallows, seconded by Kasia Piwnicka, all agreed.  
Martin Brown, Vice Chair: proposed by Kasia Piwnicka, seconded by Lisa Wakley-Davies, all agreed.  
Lisa Wakley-Davies, Vice Chair: proposed by Kasia Piwnicka, seconded by Martin Brown, all agreed.  
Appointments agreed.

## 5.2 Appointment of Committee Chairs and Vice-Chairs

### Children's Committee

Nominations received for Martin Brown (Chair) and Lisa Wakley-Davies (Vice Chair)  
Martin Brown, proposed by John Hall, seconded by Kasia Piwnicka  
Lisa Wakley-Davies, proposed by Kasia Piwnicka, seconded by Rebecca Pharo.  
Appointments agreed.

### Resources Committee

Nomination for Rob McCarthy as Chair, proposed by Martin Brown, seconded by Tim Sallows, all agreed.  
No nominations for Vice Chair- Tim Gent agreed to continue in the role of Vice Chair. Proposed by Rob McCarthy, seconded by Kasia Piwnicka, all agreed.  
Appointments agreed.

## 5.3 Governor Responsibilities & Committee Membership

Proposed nomination for SEND/PPF received by Lisa Wakley-Davies. The Chairs had sought views of other Governors to see if there was further interest. It was noted that it can be an advantage for such an important role to be covered by more than one person. Ankit Mathur offered to support a hand over. It was agreed that Rebecca Pharo would shadow Lisa Wakley-Davies initially. Martin Brown pointed out that the role benefits from Governors with experience of both Resources Committee and Children's Committee and Ankit Mathur supported this point. The combination of Lisa and Rebecca would address this.

The appointment will be confirmed at the first FGB of the 21-22 school year to give PG the opportunity to volunteer as shadow or part of the role.

Health and Safety: Tim Sallow and Terry Gilzean outlined the role. It was confirmed that it involves a termly walk and termly H&S meeting.

It was noted that recruitment for a Co-opted Governor with health and safety expertise was a good idea.

Tim Gent agreed to take the Health and Safety role and this was agreed.

	<p>Staff Performance link. Martin Brown outlined the role. Rob McCarthy offered to take on this role and this was agreed.</p> <p>Kasia Piwnicka to join Children’s Committee.</p> <p>5.4 Agree required panels for the coming academic year, e.g. pay panel, Head Teacher’s Performance Management Vacancy on Head Teaching Performance Management panel (annual meeting) Rob McCarthy offered to take this role and this was agreed.</p> <p>Brief discussion took place around the Skills Audit – it was agreed that this would inform recruitment for the Co-Opted vacancy. It was noted that this could be someone from the community.</p> <p>5.7 Governors to agree meeting dates for 2021-2022 These follow the usual format, although the meetings concerning the Budget will be separate Resources and FGB meetings. Dates agreed.</p> <p>5.9 Governors to discuss Parent Governor election for Sept 2021. It was noted that the Documents have been shared.</p>
6.	<p><b>Overview of C-19 arrangements in place for September 2021</b> LO outlined the information she has received from Government documents and Heads Briefing. All restrictions lifted from 19<sup>th</sup> July 2021 i.e. no bubbles or restrictions on mixing. Risk assessments for individual staff or children e.g. extremely clinically vulnerable will be put in place if necessary. There will be a risk assessment in place called the Outbreak Management Plan. More than one case (not involving siblings) would require report to Public Health and follow their advice on restrictions put back in place. The school will no longer have responsibility for Track and Trace from midnight 19<sup>th</sup> July as it will revert to NHS Track and Trace. Cleaning and hygiene measures will still be in place.</p> <p><b>A Governor asked</b> if school could put measures in place if they deemed it necessary and LO said that overall the Local Authority guidance would be followed although some matters might be dealt with as part of health and safety policy.</p> <p><b>A Governor asked</b> if there was any guidance about visitors to school premises including parents, and LO confirmed that facemasks will not be required. Again, the LA guidance would be followed.</p> <p><b>A Governor asked</b> if testing will be required for children if a case has occurred and LO said that as far as she has been made aware, children who may have been contacts of a case will be asked to obtain PCR tests.</p> <p><b>A Governor commented</b> that this Guidance is applicable now but Governors need to be aware that Guidance may change for the return to school.</p>

	<p><b>A Governor asked</b> LO how she felt school would feel in September with restrictions lifted and LO replied that it would feel strange but school will be very pleased to be able to participate in joyous events.</p> <p><b>A Governor commented</b> that it was a shame that a bubble had had to go home this week but she knows school will adapt well. In answer to a <b>Governor's question</b>, LO explained that dealing with the closure of the bubble had been a straightforward decision and process. Home learning has been put in place and welfare calls and Free School Meals are in place where necessary.</p>
7.	<p><b>Safeguarding</b>  LO gave an update on current cases. Process being followed.  Weekly meetings taking place.  Records will be passed on for children moving on to new schools.  The HT and LO have attended update training and will make adjustments to processes where required. LO also attended very good online safety training and is acting on this.  Teaching staff and Teaching Assistants will receive safeguarding training in Sept 2021 using new materials from the LA.  <b>A Governor asked</b> if school have needed to respond to the changes in Keeping Children Safe in Education (Sept 20121) and LO responded that information on updates will be received from the LA.  LO is also booked onto training in Nov 2021 regarding Domestic Abuse. She will then be able to cascade this training to staff.</p>
8.	<p><b>Committee Updates</b></p> <p>8.1 <u>Resources Committee</u>  Minutes from last meeting has been circulated.  John Hall explained that a revised rates bill of short of £80,000 has been received to include the new bill. It was put to governors to approve a cash-flow loan from the LA which can be recouped once the funding is received next year. This holds a negligible amount of interest and a small administration fee. <b>A Governor asked</b> why this has not been dealt with sooner. LO explained that this was a lack of communication with the County Council. The additional amount relates to the new building. <b>A Governor asked</b> how far this dates back and it was confirmed that it relates to this year, last year and part of the previous year, in addition to mobile classrooms 2020-21.  Those present voted in favour of taking the loan to cover this, subject to checks that interest is not payable. Majority (9) in favour. Agreed.</p> <p>John Hall reported that finances are still sound. Growth funding of £31,500 received but Pupil Premium Grant amount has not been confirmed. An Early Career Teacher and three Teaching Assistants have been appointed. One vacancy for Foundation Stage support vacancy is still being advertised.</p> <p>TG and LO reported on court action following burglary earlier this year.  Ditch work completed.  Boiler work planner - £16,000. LA will reimburse.</p>

	<p>Work on levelling field has been commenced.</p> <p>8.2 Children’s Committee  Martin Brown reported (minutes not yet available)  Data for summer term: information in Children’s Committee folder  Pupil Premium Funding: Performance levels and progress were interrogated for children in this category. Matters considered included what should be expect in terms of progress and how we determine interventions are effective in both impact on children’s progress and cost. Ingrid Tregoing exploring a tool for this. MB passed thanks on to Ingrid.</p> <p>RSE Policy: a PowerPoint presentation had been shared with all Governors. Subject to some amendments raised, the Policy has been approved. The non-statutory elements of sex education also need to be considered. The Children’s Committee was happy with this but wished to seek approval from the full GB.  A parental consultation and survey has taken place which showed that most parents are in favour.  It was noted that parents have the right to remove their children from this lesson. The school are aware that a very small number of families ask their children to be withdrawn from these sessions, generally for cultural reasons. <b>A Governor asked</b> how the statutory and statutory elements are clearly defined in this policy. MB responded that the Policy is detailed and following a short discussion it was agreed that the detail is an operational matter.  Approved by a majority (10 Governors)</p>
9.	<p><b>Link Governor Reports</b>  No reports.</p>
10.	<p><b>Policy Review process and schedule</b>  10.1 Policy Tracker.  10.2 Annual Schedule of Work.  The Chair pointed out that the advantage of these documents would be for those involved to plan what is to be done in a timely manner. <b>A Governor commented</b> that the processes outlined in the annual schedule of work seems quite complex and the tracker might stand on its own.  Both to be implemented new school year (added to actions matrix)</p>
11.	<p><b>Strategy Meeting</b>  Saturday 25<sup>th</sup> September 2021, 3 hours in the morning, as agreed by Committee Chairs.  National Governors Association facilitator. Cost to be covered by Governor training budget.  It was noted that there will be advance information sharing and if some Governors are unable to be present, their questions and views can be passed on.  Kasia Piwnicka pointed out that this will be an opportunity for Governors to meet face to face and would therefore be valuable as well as meeting a statutory duty.  Date agreed.</p>

12.	<p><b>Any other business</b></p> <p>12.1 Social Event: discussion took place on whether this is appropriate yet. It was felt that an outdoor meeting would be best.</p> <p>12.2 Date and time of next meeting – Wednesday 13<sup>th</sup> October 2021 at 6.30pm (TBC)</p> <p>12.3 Governors were advised of the Biometric Statement published on website as the school does not use biometric data but acknowledges the statutory need for a policy should it ever start to use it.</p> <p>TG reported that further roadworks will take place over summer to provide a raised table and crossing in Way Lane.</p> <p>Thanks and Good bye to Ankit Mathur and Tim Sallows. AM thanked staff and Governors for their support during his time as a Governor and how pleased he has been with the nurturing environment the school has given his children. TS expressed thanks for all the support his child has received and explained he has found his time on the GB very interesting and he would be available to answer any queries.</p> <p>Patrizia Congedo and Kasia Piwnicka were thanked for Co-Chairing in this difficult period.</p> <p>On behalf of the whole GB, PC thanked the HT, Deputy HT and staff for their work.</p>
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### Actions from the meeting.

	Action	Owner	Deadline
	Link governors to write reports and submit them by next FGB	Link Govs	Carried forward to new academic year.
FGB01	JL to provide an annual report for SCR and safeguarding visits for review at JL Before next meeting the next FGB meeting	JL	September 2021.
	Confirmation of appointment for SEND/PPF role	GOVS	September 2021
FGB11	Governors agreed to defer lettings to a pre-FGB meeting discussion in the new year.	GOVS	September 2021
FGB12	School to prepare for a Parent Governor election from the start of the new year to fill vacancies.	HT	September 2021
FGB13	School to seek applicant for Co-opted vacancy.		September 2021
FGB14	Implement Policy Tracker		September 2021
FGB15	Implement Annual Schedule of Work		September 2021

*Meeting closed: 8.20 pm.*

Signed: .....

Dated: .....